

## **SOUTHWESTERN COMMUNITY COLLEGE**

Committee: Academic Advising  
Date: Thursday, September 20, 2012  
Time: 11:00 a.m.  
Place: Burrell 304

### Members Attending:

Carolyn Porter - <i>Chair</i>	Jim Hippensteel	Phil Weast
Scott Baker	Patty Kirkley	Thom Brooks, <i>ex-officio</i>
William Brothers	Barb Putman	

- eAdvising Update – Dr. Weast reports that the student planning module has been significantly revised and that eAdvising will not move forward until his staff has received training on the new module in November or December.
- Informer reports – Ms. Porter thanked Dr. Weast for the new Informer reports which allow advisors to pull lists of students by course, program, and advisor. The following new reports were discussed: active but not registered students, applied but not registered students, and students in their first active term. We will publicize these reports again after the spring/fall schedule is published October 5, 2012, to encourage faculty to contact their advisees about registration.
- ACA 111 – The committee discussed advising related issues that have arisen in our first semester of teaching ACA 111. There will be clarification for advisors regarding which students are required to take ACA 111. There was discussion about how the registrar is giving credit for students who are not required to take the course so that they don't come up short on hours at graduation. Students who are not listed in the correct major is an issue of concern. Admissions has been calling students who have applied online to confirm their application information. Comm Management in Datatel will create a letter for students as soon as they apply. Students need to have access to a list of the developmental classes they need. Dr. Weast will look into options to address this issue. We will encourage advisors to check to ensure students are coded with the correct major.
- Advising Coverage – The demand for advising in early August before the start of fall session was unusually high this year. Next summer we will have two advisors for each division on duty in the summer. There will be an advisor available in Balsam to meet with students on a walk-in basis. There will be a second advisor available to meet with students by appointment.
- Spring Training Follow-up – Ms. Porter thanked the facilitators and presenters of the spring 2012 advisor training sessions. We presented training on the following topics: Transferring to WCU (which we would like to offer again in the spring), Developmental Math Advising, the Retention Alert system (Macon only), Financial Aid, and Colleague 4.3.

- Fall Training – The committee reviewed the survey of advisors regarding training needs. Advisors expressed a need for training about developmental course placement, using Colleague, course substitutions, and transfer programs. We will offer training in spring semester on developmental math placements. We will use the new model for placing students into developmental math modules for spring and summer classes.

Training needs regarding Datatel were discussed (pre-requisites, EVAL, STAC v. TSUM, schedule printing). Scott Baker will lead this training. Ms. Porter will coordinate with Dean Baker and Dr. Weast to schedule several sessions. Dr. Brooks' office will publicize this training as mandatory and require an RSVP.

- New Advisor Training – The committee discussed options for training new advisors but decided that a renewed focus on mentoring would address the need.
- Document Imaging Software – The new document imaging software should be available soon college-wide and we may need to offer training on this in the spring.
- Final Registration Follow-up – Committee members reported no significant issues during final registration for Fall 2012.
- Priority Registration – Priority Registration will be November 12-16, 2012. Ms. Porter will circulate the advising checklist. Course schedules will be available October 5<sup>th</sup>.
- Advising Web Site – Ms. Porter encouraged those sending reminders or documents related to advising to coordinate with her to update the advising web page content. She will work with the registrar and others to create online content to train advisors on Colleague 4.3.

The meeting adjourned at noon.